

The Village of Innsbrook Homeowners Association
Board Meeting Minutes from July 5, 2018

Directors Present: David Fellowes, President
Danielle Fouche Leonard, VP/ACC Chair
Mike Hamway, Treasurer
Brian Perryman, Director-at-Large
Melissa Gay, Secretary

Others Present: Debbi Seitz, HO

1. Meeting called to order by David Fellowes at 6:05 pm, 4301 Dominion Blvd., Glen Allen, VA.
2. Next meeting: Thursday, August 2 at 6:00 pm, 4301 Dominion Blvd., Glen Allen, VA.
3. Meeting Minutes: Minutes for May and June approved in meeting.
4. President's Report: Nothing to report
5. Director At Large Report:
 - a. Email asking for a volunteer to serve as block captain *coordinator* was sent to all block captains on 6/22. Three current block captains confirmed that they wish to remain in their current role. The president asked the director at large to contact the remaining block captains to ask if they would be interested in filling the role of coordinator.
 - b. HO data (email/address list) is now on the V@I OneDrive server for all board members to access.
 - c. Board members discussed establishing a Face Book profile for the association. It was agreed that the board did not have the resources to manage any social media applications at this time. However, any HO who wishes to establish a neighborhood group profile on social media is welcome to do so.
6. ACC Report:
 - a. HO inquired about "no soliciting" rules. President reminded everyone that a "no soliciting" statement is posted near the Village At Innsbrook sign on Village Run Drive. Reports of unwanted soliciting activities may be reported to the county by HO.
 - b. ██████ Village Run Court. Submitted a subsequent RFI to satisfy disclosure package requirements. Outdoor play and sitting area, which were not submitted for ACC review prior to installation, were disclosed on the package.
 - c. ██████ Squaw Valley Court. RFI submitted to expand front porch and to enclose deck. Approved under the condition that lattice work be a natural color (as opposed to the color white as shown in the example.)
 - d. ██████ Squaw Valley Place. RFI submitted to remove trees. Approved.
 - e. ██████ Village Run Drive. Request to remove 2 dead trees. Approved
 - f. ██████ Village Run Court. RFI submitted to paint home. Three color samples were provided for door, house, and windows. The house and house trim will be painted one color (light) and the window frames are to be painted another color (darker). Approved under the condition HO confirms house trim and house are one color (light) and window frames are another color (dark).
 - g. ██████ Sugar Court. Submitted RFI to replace windows. Approved.
7. Treasurer's Report:

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- a. Revenues for June: \$ 157.01
 - b. Expenses for June: \$ 52.78
 - c. Ongoing estimated monthly expenses:
 - i. Accounting \$ 5.00
 - ii. Telephone 4.00
 - iii. Utilities 14.00
 - d. Revenue receipts: collected two annual dues, one late fee fine, and one disclosure package.
 - e. Sent out fifteen "second" invoices to delinquent accounts on 7/7.
 - f. No expenses to approve.
8. Block Captains: nothing to report
9. Hospitality Committee: nothing to report
10. Audit Committee: nothing to report
11. New Business:
- a. Suggested the board explore working with firm to prebuild mailbox frames and offer to sell frame and installation to HO.
12. Old Business: nothing to report.
13. Guests:
- a. Debbi Seitz contributed the following suggestions and concerns:
 - i. All RFIs, especially those for paint requests, should be followed up with a sight visit by an ACC committee member to better understand what the HO wishes to do and determine if the request falls within homeowner guidelines.
 - ii. Board may remind block captains that their duties include supplying HOs in their block who do not have email accounts with a paper copy of all pertinent electronic correspondence.
 - iii. HO may need a reminder that service provider signs are not allowed to be posted in yards.
 - iv. It is her understanding that driveways in Village at Innsbrook were not designed to accommodate motor homes or any other type of recreational vehicle. In her opinion, the board should require any HO who wishes to keep such type vehicles on their property to design proper drive and storage space, submit the design RFI to ACC for review and approval then make changes to their property accordingly. HOs should not be allowed to park recreational vehicles on standard driveways as designed.

Meeting Adjourned at 7:47 pm

Name	Signature
Dave Fellowes, President	Signature on file
Danielle Fouche Leonard, VP/ACC	Signature on file
Mike Hamway, Treasurer	Signature on file
Brian Perryman, Director-at-Large	Signature on file
Melissa Gay, Secretary	Signature on file

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